Programming Policy

I. Purpose

A. Mount Prospect Public Library presents a wide variety of programs designed to meet the needs and interests of the Mount Prospect community.

B. In planning and carrying out its sponsored programs, the Mount Prospect Public Library and its Board of Library Trustees endorse and support the American Library Association's Library Bill of Rights. The library's philosophy of open access to information and ideas extends to its programming by offering a broad spectrum of opinions, viewpoints, and ideas.

C. The purpose of this policy is to outline the guidelines the Mount Prospect Public Library follows in relation to programs and events.

II. Audience

A. Programs are planned to meet the interests and needs of community members of all ages.

B. Some programs may be designed for specific audiences and may be subject to age restrictions.

C. Mount Prospect Public Library cardholders may be given registration preference for high-demand programs.

D. The library reserves the right to limit the number of participants in a program.

III. Program Guidelines

A. Sponsorship or co-sponsorship of library programs requires a mutually beneficial agreement between the library and the sponsoring organizations.

B. Library sponsored programs are normally without charge. There may be an occasional program requiring a nominal fee.

C. Individuals or organizations who present programs at the library for public attendance may not sell products or services during their presentation. Before or after the presentation, appropriate materials connected to the performance or presentation may be sold by the author or performer or presenter with approval from library staff.

D. The library holds presentations and performances to share information as well as highlight and promote library materials and resources; use of a business or organization is not an endorsement.

E. Promotional materials created by a business or organization may need to be approved by the library.

F. Suggestions for programs are encouraged from the general public and are given serious consideration. However, the library has sole discretion in selecting, planning, and coordinating programs.

G. The library is not able to accept all suggestions or work with all groups who wish to partner on programs. Due to the high volume of program proposals received, library staff will respond only to the program proposals that most closely meet the guidelines, mission, needs, schedule, quality, and budget.

H. Programs are evaluated on a regular basis (target annually) to determine if the library should continue with a program. In some instances, the library may decide that a program should be discontinued for lack of interest, poor attendance, loss of presenter or other reasons. The frequency and/or days and times of programs may be changed to meet the library's overall needs.

IV. Program Selection Guidelines

A. Appropriateness for the intended audience
B. Considerations of space, time, budget, and staff
C. Community needs and interests
D. Expertise of the speaker/performer
E. Promotion of library's mission and goals
F. Quality of the speaker/performer
G. Representation of various interests and viewpoints
H. Speaker's ability to present effectively
I. Timeliness and importance for modern society

V. Conduct in Library Programs

A. Program participants are expected to follow the library's policies and behavior guidelines at all times. If a participant fails to follow the library's policies, they may be asked to leave the program or library.
B. The library affirms and supports its patrons' freedom and responsibility to choose which programs they attend according to their needs, individual tastes, or values. Patrons should apply those criteria to their attendance of library programs only for themselves and should neither restrict nor interfere with other patrons' freedom to attend programs in any way.

Revision History
07/17/2025, 11/30/2018, 09/01/2016, 04/01/2015, 04/01/2013, 03/01/2012, 07/01/2010, 01/01/2010, 03/01/2009, 10/16/2008, 09/21/2000